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CONTRACTOR'S GUIDE TO

QuickBooks[®] 2015

Karen Mitchell Craig Savage

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Introduction



Why You Need This Book

Three years ago we released *Contractor's Guide to QuickBooks 2012*, because there had been significant improvements made to QuickBooks since the previous edition. Now, in this 2015 edition, we show three years of new features and improvements that will apply in a construction office. If you're running QuickBooks 2013, 2014 or 2015, this manual will guide you to and through these new features, helping eliminate the need for multiple programs, reduce data entry, and automate many tasks right inside of QuickBooks. This program is robust, and if you learn how to use all the features, you can streamline your processes, run a more efficient office and use the time saved to manage projects and increase revenue.

Some of the new features found since the 2012 release are:

- Income Tracker, for at-a-glance A/R details
- Enhancements to the Customer, Vendor and Employee Centers
- Enhancements to Purchase Orders, Enter Bills, Estimates, Invoices and Sales Receipts
- Support for multiple email attachments and customizable email templates
- Bank feed pulls that support more than one bank or account. Feeds can be categorized and sorted for your tax records.
- A tracker for all income records, including overdue invoices
- A bounced-check tracker
- Quick one-click reporting options

The customizable left side menu makes navigation faster too. Note that the 401 (K) service is no longer available but a new Health Service can be found in HR Essentials.

If you haven't seen the more-recent releases, those upgrades included:

- Lead Center for tracking and managing sales leads.
- Calendar see at a glance what's due to be paid, due to be received from customers, and what you have on the To Do list.

- Batch Timesheets for those crews or field employees with similar timesheets.
- Enter Memorized Transaction feature enhancements make it easier to batch-process monthly recurring bills.
- One Click Create the next big thing is the One Click Create button that Intuit added to QuickBooks in 2012. Once you get used to it, you'll wonder how you managed without it.
- Improved Excel Integration Automatic updating of data from QuickBooks to your customized Excel reports.

We've described each of the features listed above (and a few more) in detail later in this section. We've covered the features in the last three releases in later chapters. You'll find QuickBooks has more features than we've listed, but the ones we bring to your attention are the features most useful to those in the construction business.

In the Recent Features section is information describing the different versions of QuickBooks — including Pro, Premier Contractor Edition, and Enterprise. This book is designed for all 2015 versions of QuickBooks, including Pro, Contractor, Accountant, and Enterprise. If you have a different version, you might want to read through that section to learn about the additional features built into that edition.

If you're using a version of QuickBooks older than the 2015 edition, you'll find the illustrations look different from those your program displays, because QuickBooks has given the software a largely cosmetic makeover in this release. But the information is mostly the same, with some changes in procedures from past years. Many new features were added in 2012, and more enhancements followed in 2013, 2014 and 2015. If you're using versions from 2003-2011, you won't have all the options. Discovering the latest features and enhancements covered in this book may inspire you to update to a newer issue of the program.

Your next question might be "Which version should I buy: Pro, Contractor or Enterprise?" The answer to that question is another question: Do you have the additional \$100 per user for Premier Contractor Edition or an extra couple thousand for Enterprise? If so, get the upgrade. They're worth the additional expense. But if you're on a budget and don't need the features we describe in that section, save your money. You can always upgrade in the future. For now, buy Pro. Chances are it will take you a couple of years to outgrow it.

This is an example of a lead who called in to get more information about the business. All the information for the lead is tracked along with a nice To Do list at the bottom.

| | ٩ | Lead Name | Craig Smith | | | | | |
|-------------|--------|----------------------------|------------------|---------------------|---|-----------------------|---------|---------------------------|
| | | 0.0000000000 | married Part | | Primary Contact | Ellyn Hoffman | | Quick Report |
| NAME 🔺 | STATUS | Lead Statu Company Name | | 100 | Title Work Phone | Sales 555-555-1218 | | |
| Jim Jenkins | Hot | Main Phone | | 185 | Work Fax | | | |
| David John | Hot | Website | | ries | Mobile | 555-555-1218 | | |
| Caleb Drake | Warm | Main Ema | i craigsmith@wes | sternindustries.com | Main Email | @westernin.us.com | | |
| Craig Smith | Hot | Additional Ema | 1 | | Additional Email | | | |
| | | To Do's | Contacts | | s Note | DATE All | | • |
| | | A CONTRACT OF | PRIORITY | | TYPE | | DETAILS | |
| | | | High | 10/31/2015 12:00 | A CONTRACT OF A | | | up Appointment |
| | | | Low | 10/31/2015 12:00 | Fax Le | ad - Craig Smith | Send c | ontract to Craig-Deadline |

Intro-2

The calendar view helps you keep track of your bookkeeping and accounting-related items, as well as the lead tracking To Do lists. You can sort it by specific types of transactions (at the top).

| ٥ | 10. 10. prosecution | | | Calenda | 6 | | | - 0 |
|--|---|----------------|---|---|---------------------------|----------------|----|---|
| May 20 SUNDAY | 14 Today | TUESDAY | webnesowy | Transactions * | FRIDAY | SATURDAY | | P Upcoming: Next 7 days (0) |
| | | | | 1 Entered (12) | 2 Entered (7) | 3 | 11 | + TO DO (0) D + TRANSACTIONS (0) D |
| 4 Entered (1) | 5 Entered (19) | 6 Entered (4) | 7 Entered (5) | g. Entered (8) | g Entered (5) | 10 Entered (1) | | Image: Due: Past 60 days (10) * T0.D0 (0) Dial * TRANSACTIONS (10) Dial * BILLS (10) Dial |
| 11 Entered (1) | 12 Entered (4) | 13 Entered (3) | 14 Entered (4) | 15 Entered (10) | 16 Entered (3) | 17 | | Office Depot -227.00 5 Wetts Fargo Bank -180.00 5 Pacific Bell Telephone100.00 5 |
| 18 Entered (1) | 19 Entered (8) | 20 Entered (9) | 21 Entered (5) | 22 Entered (7) | 23 Entered (3) | 24 | ŀ | Ship's Sheetrock -4,600.00 5 Valley Yellow Pages -900.00 5 Office Depot -227.00 2 Wells Fargo Bank -180.00 2 |
| 25 Entered (1) | 26 Entered (4) | 27 Entered (4) | 28 Entered (7) | 29 Entered (9) | 30 Due (5) Entered (7) | 31 Entered (5) | | Pacific Bell Telephone |
| May 20, 2014 | | | | | | Add To Do | ~ | Valley Yellow Pages -900.00 2 |
| * TRANSACTIONS | | | | | | | | |
| Intu Daymen Costop Office Deg Pacific Bu Weits Farg CHECKS (1) Chevron TIME SHEETS | pol II Telephone Compar iliders Conference go Bank | W. | -144.00 111 -227.00 111 -1,442.21 111 -6,200.00 111 -180.00 111 AMOUNT NUI -42.02 111 | 86 87 89 650-8 #6ER | 55-7595 | | | |
| Johnson, Jacobson, O'Ryan, F | Sam , Paul | | 8.00 Gu 8.00 Gu | est Cottage est Cottage est Cottage | | | | |



Recent Features

Lead Center

The Lead Center makes it easy to track your sales leads, summarize conversations in notes, and manage tasks on your To-Do list. When a lead becomes a customer, you can transfer the contact information into the Customer Center with one click. Set the status of your leads as Hot, Warm or Cold. Filter leads by Active, Converted, All, or Status.

Calendar View

See your invoices, billing and other important tasks in a Calendar View.

Shows you how to create the same timesheet for members of a crew who worked together during the week. The task(s), of course, can be changed after the individual timesheet is created.

| | | Weekly Timesheet | - 🗆 × |
|---------------------------|-----------------|--|---|
| 🌩 Previous 🌩 Next 📇 Print | 🝷 🔛 Edit Single | Activity | |
| Timesheet | NAME Multip | le names(Non-Payroll) 🔻 WEEK OF N | Nay 19 to May 25, 2014 🛗 |
| CUSTOMER:JOB | SERVICE ITEM | PAYROLL I WC NOTES 19 20 | : W ; TH ; F ; SA ; SU ; TO ; BILLABLE? |
| Ellis Street Development | 11 Siding | Select Employe | e, Vendor or Other Name |
| | | Manual Select the employee, vendor or other name from the list, then click OK. Automatic Enter the exact employee, vendor or other name below, then click OK. | Value Builders Verizon Wireless Viking Door Viking Door Wells Fargo Bank. West Coast Insulation Yellow Jacket Signs |
| Wrap text in Notes field | | Apply | V Hinsdale, Tasha OK Cancel |

Intro-4

An example of the new screen that helps us pick more than one memorized transaction at a time.

| 1 10 | TRANSACTION NAME | : TYPE Bill | ACCOUNT | FREQUENC | 07/28/2014 | AMOUNT -100.00 |
|------|--|----------------|--------------------------------------|--------------------|------------|-------------------|
| | Pacific Bell Telephone Company Ship's Sheetrock | Bill | Accounts Payable Accounts Payable | Monthly Monthly | 07/28/2014 | -4,800.00 |
| - | Valley Yellow Pages | Bill | Accounts Payable | Monthly | 07/28/2014 | -900.00 |
| | | | | | | |

Batch Timesheets

If you have crews that work together on projects, you'll appreciate Batch Timesheets. This feature will help you create the same timesheet for everyone on the crew, including employees *and* subs.

Enhancements to the Memorized Transactions

The ability to set up memorized transactions for recurring billing, invoices, and estimates has been available for a long time. But in this version, it's easier to review and process memorized transactions, as this new screen allows you to select more than one at a time.

Memorized transactions are handy on the 1st and the 15th of the month — when you have a number of recurring bills that need reviewing and enter-

Here we created a bill (on the Enter Bills screen in the background) and hit the Pay Bill button. In the Pay Bills screen in the foreground, the bill you just entered appears, ready for you to print or pay online via bill pay.

| | | | | | | Enter Bills | | | | | | | - 🗆 × | | |
|-------------|--------------------------------|------------|-------------------------|-------------|-----------|-------------------------------------|--------------------|-----------------|---------------|----------|--------|-----------------|---------------|--|---------------------|
| Main I | Reports | | | | | | | | | | | | × × | | |
| Þ Þ Find | | | reate a Copy emorize | Prie | | ch Select | C Enter Time | Ciear Splits | Recalculate | Pay | | | | | |
| 8 8# (| Credit | | C. | S | | | | | | Pay Bil | ls | | | | - 0 |
| Bill | Kelly Moore Pa | unt Compan | 3.0 | SELECT B | s | PAID on or before w all bills | 05/30/20 | 14 🛅 | F | ilter By | | Aoore Paint Con | 1p | | |
| | - | | | | | | | | | Sort By | Vendor | r | - | | |
| ADDRESS | Kelly Moore Pa 201 Greenbra | | IY . | R i DA | | VENDOR | | | REF. NO | : Disc. | DATE : | AMT. QUE | | CREDITS USED | |
| | Colma, CA95 | 050 | | | 11/2013 | Kelly Moore | | | _ | | | 1,163.04 | 0.00 | 0.00 | 0.00 |
| | | | | | 19/2014 | Kelly Moore | | | | | | 563.04 | 0.00 | 0.00 | 1000000 |
| | | Lo anno | a sulla | C 04/ | 14/2015 | Kelly Moore | Paint Com | pany | | | | 563.04 | 0.00 | 0.00 | 0.00 |
| TERMS | Net 30 + | DISCOL | UNT DATE | | | | | | | | | | | | |
| MEMO | | | | | | | | | | | Totals | 2,289.12 | 0.00 | 0.00 | 563.04 |
| Expenses | \$0.00 | Items | | Clear | Selection | | | | | | | | | | |
| ITEM | i desc. | I atry I | COST | DISCOUNT | & CREDIT | NFORMATION | FOR HIGHLY | amen e | | | | | | | |
| 24 Paint | Paintin | 1 | | Vendor | | foore Paint | | | Terms | | | Net 30 | Number of Cr | edits | 0 |
| | 9 | | | Bill Ref. N | lo. | | | | Sugg. Discour | it i | | 0.00 | Total Credits | wailable | 0.00 |
| | | | | Got | o Bill | | | | Set Discou | nt | | | Set Credi | ls. | |
| | | | | PAYMENT | | | | | | | | | | | |
| Receive | All Show | PO | | Date | | | | M | thod | | 1000 | | Accou | nt | |
| | | | | 05/20/2 | 014 🖩 | | | C | heck | | | be printed | | Company Che | cking Account 👻 |
| _ | _ | _ | | | | | | | | | © Ass | lign check numb | er Ending I | lalance | 34,148.83 |
| | | | | | | | | | | | | | Pa | y Selected Bills | Cancel |
| | | | | | | | | | | | | | - | and the second s | Construction of the |

ing. If the transaction doesn't have to be reviewed and edited before it's created, you would memorize it to automatically post the transaction; that way you don't have to remember to create it. Office rent is a good example of a fixed recurring bill that needs to be entered prior to the first day of each month. An example of a memorized transaction that would be modified would be a cell phone bill, where the amount changes every month.



One Click Create

QuickBooks was one of the pioneers of the "drill down" technology something that we now can't imagine living without. The interesting thing is that our kids think we're from another planet when we refer to the days before drill down. Believe it or not, there are accounting software programs available for purchase that *don't* have drill down ... or the ability to go from a transaction on a report back to the document, like the check or the deposit screen you originally used when entering the transaction.

You'll find that the One Click Create feature is like drill down — in the long run it could save you and your staff a lot of time.

Small construction firms usually need to process transactions quickly. They don't always have the luxury of entering a bill and waiting until the 1st or 15th to print all the checks that need to be issued for the prior 15 days. At times they need to enter a bill and turn right around and pay that bill immediately. The pay bill icon takes you directly from the bill to the pay bills screen; no more scrolling through multiple vendors and bills to find the one you want to pay.

In this example, we entered Title Company in the search. When we hit the search button, all transactions with the Title Company will be shown.

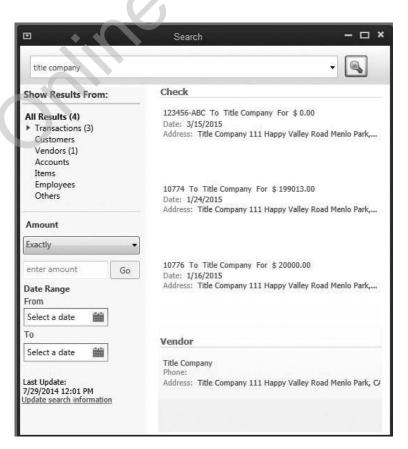


Search Tool

This is a time-saving feature. It's now easier to find transactions as well as view the pertinent information surrounding the search. You can choose to **Show Results From**

| Transactions | Customers | Vendors |
|--------------|-----------|-----------|
| Accounts | ∎ Items | Employees |
| | | Other |
| | | |

When searching for a dollar amount, open the search window by clicking the Edit menu and selecting Search. As you can see in figure Intro-7, there's a field for Amount. Select Exact, More than or Less than from the pull-down. You may also specify a date range.



Intro-7

This is an example of what the search screen shows us after it has completed the search for Title Company.

| | Add | | Scan Scan a document into QuickBooks with your scanner. | 1. Find the transaction or 2. Click the Attach button. 3. Select the document free | |
|------------|-----|----------------------------|--|--|-------------------------------|
| | | ٩ | | | Files Missing? |
| | | NAME | DESCRIPTION | ADDED A | ATTACHED TO |
|) | | Cash Reciept-Home Depot | | k, your desktop, or folders | s herė. |
| | ۵ | Jennifer Blanco-Signed Co | | 11/1/2013 2:19:27 PM | Jennifer Blanco:Cottage - New |
| 557 557 | 0 | Costco Receipt-Printer.pdf | | 11/1/2013 2:20:56 PM 11/1/2013 2:22:31 PM | Costco |
| | ۵ | Employee-Bliss Joe-EE-Do | | 11/1/2013 2.22.31 FM | Bliss, Joe |
| | | | | . () | |

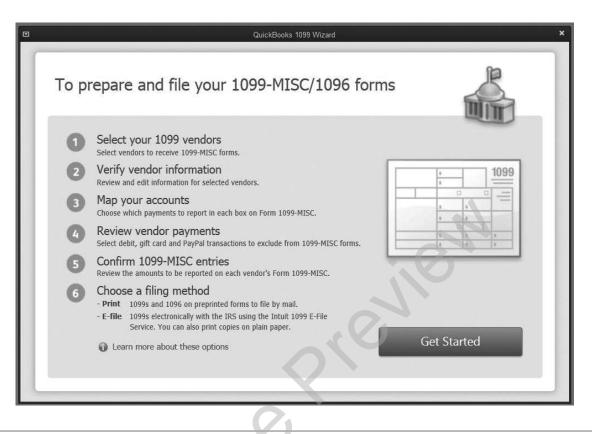
This screen shows you how easy it is to drag and drop items like a signed contract, Costco receipt, employee W-4 and a cash receipt from Home Depot to the vendor, customer and employee card in QuickBooks.

Document Center

Since 2012, the Document Center has allowed you to attach original documents, such as subcontractor invoices, supplier receipts, etc. by dragging and dropping them into QuickBooks. This feature will save you time because you can find receipts faster in QuickBooks than in your filing cabinet.

1099 Wizard

This feature allows you to e-file directly through QuickBooks, as you can see in figure Intro-9. The 1099 E-File Service makes it easy for small businesses to file 1099s electronically in minutes. With 1099 E-File service you can skip the 1096 (not required when you e-file). Also, with one flat fee per company, you can file an unlimited number of forms. Later in the book, we'll describe 1099s, as well as how to create them in QuickBooks.



Since 2012, the 1099 screen makes it easier to prepare and file your 1099 forms. The Wizard is located in the Vendor menu under Print/E-File 1099s. In the past we had to print and send in the 1099s.

Excel Integration Refresh

Since 2012, you can export your QuickBooks reports to Excel and create a template for future updates, retaining many formatting elements such as:

- Change the fonts in row and column headers.
- Create new formulas.
- Rename column and row headers.
- Change report titles.
- Resize columns.
- Insert columns and rows.
- Insert text (when entered as a formula).

When you want to update the Excel report, click the Excel button from the top of the QuickBooks report and select Update Existing Worksheet.



QuickBooks Pro, Premier and Enterprise Editions

At the minimum, a construction company should be using QuickBooks Probecause:

- Simple Start, the most basic version of QuickBooks, is very limited and doesn't have what you'll need to run your construction office.
- Pro includes job costing and estimating.
- Premier Contractor Edition costs between \$100 and \$200 more per user, depending on where you buy it. It adds a very useful feature that will warn you while entering bills if a subcontractor's workers' compensation and general liability insurance has expired. It also includes construction industry reports like accounts payable, sorted by job. Below you'll see an additional list of added features that are included in Premier, as well as how to use them.
- Enterprise Solutions allows up to 30 users to access the program at the same time — a true multiuser program. It costs a couple of thousand more but it's still less expensive than moving to vertical market or industry-specific programs like Masterbuilder or Timberline. Keep in mind that anything in Pro and Premier is also in Enterprise.



QuickBooks Premier Contractor Edition Feature

If you're using QuickBooks Premier Contractor (or Accountant) Edition, you have a Business Planning feature.

Business Planning

Using your QuickBooks data and answering simple step-by-step questions, a balance sheet, profit and loss statement, and statement of cash flows will automatically be projected for the next three years. The business plan is based on the format recommended by the U.S. Small Business Administration for loan applications or a bank line of credit.

To use the Business Planning feature, from the Company menu, select Planning and Budgeting, and then Use Business Plan Tool.

Features Now Available in Premier and Pro Edition

Previously, several features were only available in Premier or higher editions of QuickBooks, but are now also included in the Pro edition.

- Fixed asset tracking
- Cash flow projector Forecasting

The New Item window for the Fixed Asset Tracker gathers asset details your accountant needs in order to calculate depreciation. Once saved, the Fixed Asset will appear in the Fixed Asset Item List.

| | | | New Item | | | | - 🗆 × |
|-----------------------|-----------------|-------------|---|-----------|-------------|--|------------------|
| TYPE | | | | | | | ок |
| Fixed Asset | | | u purchase, track, and m ts, such as land, buildin | | | | Cancel |
| | | venicies. | | | | | Custom Fields |
| Asset Name/Nu | | | Asset Account | | | _ | |
| Ford F250 Truck | k | | 1511 · Ford F25 | i0 Truck | | | Spelling |
| PURCHASE INFO | RMATION | | SALES INFORMATIO | DN | | | |
| Purchase Desc | ription Item is | e new 🔘 us | ed Sales Descriptio | on | 🔲 Item is s | bld | Item is inactive |
| Ford F250 Tru | ick | | | | | | |
| Date | 12/09/201 | 15 10 | Sales Date | | 101 | | |
| Cost | 30. | 000.00 | Sales Price | | 0.00 | | |
| | Frontier F | | Sales Expense | | 0.00 | | |
| Vendor/Payee | | | Jaies Expense | | 10.400 | | |
| Asset Description | | | | | | | |
| Ford F250 True | | | | | | - | |
| Location | | PO Number | Serial Numb | | Warranty Ex | nime | |
| | | | | | | | |
| Dilay Carket | | | | er | | | |
| Riley Carket Notes |) | | F24308890 | er | 12/09/2018 | | |
| Notes | | | F24308890 | | | | |
| Notes | | | F24308890 | | 12/09/2018 | | -6* |
| Notes | | PURCHASE DA | F24308890 | . Account | 12/09/2018 | The second secon | * |
| Notes | | PURCHASE DA | F24308890 | | 12/09/2018 | | |

Fixed Asset Tracking

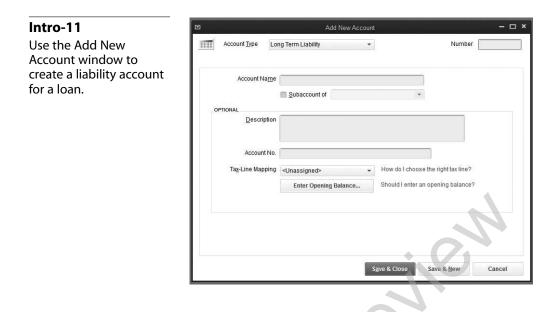
Fixed asset tracking allows you to record each asset you purchase in the Fixed Asset Item List located under the Lists menu. Use this list to track each item you purchase, including: property, automobiles and trucks, equipment, large tools, and computer purchases. Only use the Fixed Asset Item List for items that cost over \$500, as shown in the screen in Intro-10.

Unfortunately, the Fixed Asset Item List doesn't set up depreciation schedules or post depreciation for you. Instead, it gives you one convenient location to store information about an asset, such as date of purchase, purchase price, where you bought it, when, for how much you sold the asset, and so on. Your accountant can use the information from the fixed asset item to calculate depreciation, but you or your accountant will have to post a general journal entry to record depreciation.

Loan Manager

The Loan Manager is a payment calculator that computes the principal and interest portion of your loan payment, plus handles any fees or charges. It helps you track loans based on the information in your Long Term Liability and Other Current Liability accounts in QuickBooks. When you use the Loan Manager, you can track all of your loans in one location and be reminded of upcoming payments. Use the Loan Manager to:

- Add and remove loans you want to track.
- View payment schedules.



- Set up loan payments.
- Analyze different loan scenarios.

The Loan Manager creates payment schedules that you can view and print, allowing you to track loan-related information on a per-payment and per-total-payments basis. Plus, when you need to edit or make changes to a loan, the Loan Manager recalculates your payment information and payment schedule. Before using the Loan Manager, walk through our example below.

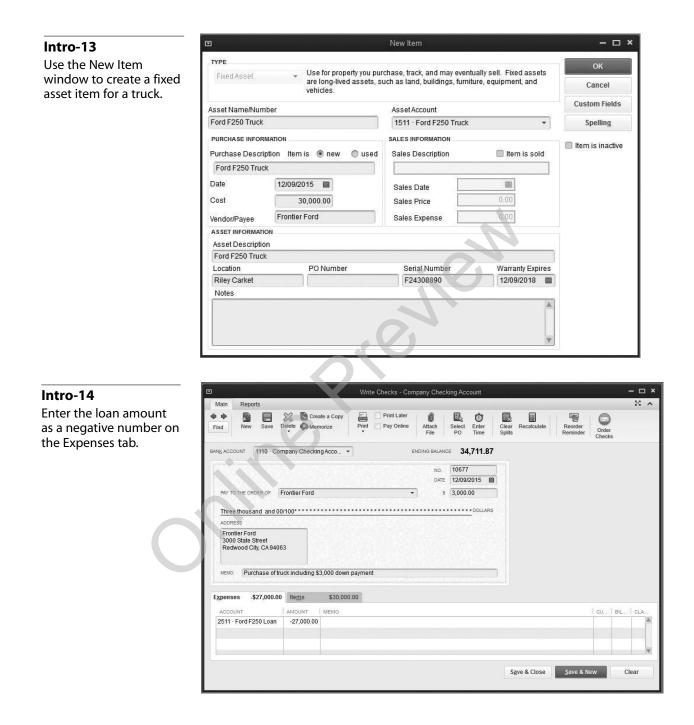
To set up a loan in the Loan Manager:

- 1. First, make sure you have a liability account set up for the loan. For example, if you took out a loan to purchase a truck, set up a loan account for the truck. See Intro-11.
 - Click Home, then click Chart of Accounts, or from the Lists menu, choose Chart of Accounts.
 - Pull down the Account menu at the bottom of the window and choose New.
 - Select the account type:
 - (a) For short-term loans (one year or less), from the **Other Account Type** drop list, choose **Other current liability** as the account type.
 - (b) For long-term loans, choose Long Term Liability.
 - Click Continue.
 - Enter the name of the lender and a description of the loan.
 - Leave the opening balance at 0.00.
 - Click Save & Close.

Use the Add New Account window to create a new asset account for a truck.

| | Ļ | Add New Account | l) | |
|-----------------------------------|---------------------------|-----------------|----------------|-------------------------|
| Account <u>Type</u> Fix | ed Asset | • | | Number 1511 |
| Account Name | F250 Truck | | | 1 |
| | Subaccount of | 1511 · Ford F25 | 0 Truck · | |
| OPTIONAL Description | | | | |
| Note Ta <u>x</u> -Line Mapping | <unassigned></unassigned> | Ţ | How do I choo | se the right tax line? |
| | Enter Openin | ng Balance | Should I enter | an opening balance? |
| | | | | Ø |
| | | | ave & Close | Save & <u>N</u> ew Cano |
| | | | | |

- 2. Next, set up an asset account for the truck.
 - Click Home, then click the Chart of Accounts icon, or from the Lists menu, choose Chart of Accounts.
 - Pull down the Account menu at the bottom of the window and choose New.
 - Select the account type. Click **Continue**.
 - Create the new account similar to the example in Intro-12.
 - Click Save & Close.
- 3. Now we'll set up a Fixed Asset Item for the truck. Make sure you have a vendor set up for making loan payments. For example, if you'll be paying Ford Motor Credit, get that vendor entered now. For more information on entering vendors, see Chapter 8.
 - From the Lists menu, choose Fixed Asset Item List.
 - Pull down the Item menu at the bottom of the window and choose New.
 - Create the new account similar to the example in Intro-13.
 - Click **OK**.
- 4. Next, we'll enter a transaction that records the purchase of the asset and the creation of a loan in the liability account you set up. For this example, let's say you purchased a truck for \$30,000, put down \$3,000, and took out a loan for \$27,000.
 - Click Home, then click the Write Checks icon, or from the Banking menu, choose Write Checks.



- Fill out the top portion of the check as shown in Intro-14.
- Click the **Expenses** tab.
- From the drop-down list in the **Account** column, select the liability account you created for the truck. In our example, it's 2511 Ford F250 Loan. In the **Amount** column, enter the amount of the loan as a negative number, as shown.
- Click the **Items** tab.

Use the Items tab of the Write Checks window to record the cost of the truck.

| Find New Save Create a Copy Print Print Attach Select Enter Clear Revolute Revolute <th< th=""><th></th><th></th><th></th><th></th><th>Wri</th><th>te Checks - Com</th><th>pany Chec</th><th>king Acc</th><th>ount</th><th></th><th></th><th></th><th></th><th>- 0</th></th<> | | | | | Wri | te Checks - Com | pany Chec | king Acc | ount | | | | | - 0 |
|--|--|---|----------------------------------|-----------|--------|-----------------|---------------|----------------|---------|-----------|---|---------|---------|----------|
| Find New Save Delete Memorize Print Pay Online Attach Select Enter Char Splits Recolculate Recorder Order BANS ACCOUNT 1110 Company Checking Acco ENDING BALANCE 34,711.87 Mox 10677 DATE 12/209/2015 Image: Splits | Main Reports | | | | | | | | | | | | | 24 - 24 |
| NO. 10677 DATE 12/09/2015 PRY TO THE ORDER OF Frontier Ford 3.000.00 S Three thousand and 00/100********************************* | | | | | Print | | Attach | Select | Enter | Clear | | Reor | der Ord | er |
| DATE 12/09/2015 PRY TO THE ORDER OF Frontier Ford ADDRESS S 3,000.00 Three thousand and 00/100********************************* | | 110 · Comp | ny Checkir | ng Acco 🤊 | - | EI | NDING BALANI | DE 34 , | ,711.87 | | | | | |
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| Three thousand and 00/100********************************* | | | | | | | DATE | 12/09/2 | 2015 🗎 | | | | | |
| ADDRESS Frontier Ford 3000 State Street Redwood City, CA 94063 MEMO Purchase of truck including \$3,000 down payment Expenses -\$27,000 00 Items \$30,000.00 ITEM Description I qtv I cost I AMOUNT I customergube I BILLA.: I cLass ord F250 Truck | PAY TO THE ORDE | R OF Fro | tier Ford | | | • | 5 | 3,000.0 | 00 | 1 | | | | |
| ord F250 Truck Ford F250 Truck 30,000.00 30,000.00 | | 10211212 | | | | | | | | | | | | |
| | 3000 State Str Redwood City, MEMO Purch | CA 94063 ase of truck | | | 022040 | nt | | | | | | | | |
| Receive All Show PO | 3000 State Str Redwood City, MEMO Purch Expenses -\$2 | CA94063 ase of truck 7,000.00 | te <u>m</u> s TION | \$30,00 | 0.00 | | : AMOUNT | . 1 | сџатоме |) Ruob | 4 | E BILLA | CLASS | |
| Receive All Show PO | 3000 State Str Redwood City, MEMO Purch Expenses -\$2 | CA 94063 ase of truck 7,000.00 | te <u>m</u> s TION | \$30,00 | 0.00 | : cost | Sector sector | | CUSTOME |) Ruob | 4 | | CLASS | <u> </u> |
| | 3000 State Str Redwood City, MEMO Purch Expenses -\$2 | CA 94063 ase of truck 7,000.00 | te <u>m</u> s TION | \$30,00 | 0.00 | : cost | Sector sector | | CUSTOME | 1 | | | CLASS | • |
| Sgve & Close Save & New Clear | 3000 State Str Redwood City, MEMO Purch Egpenses -\$2 ITEM ord F250 Truck | CA 94063 ase of truck 7,000.00 : DESCRII • Ford F2! | te <u>m</u> s TION 0 Truck | \$30,00 | 0.00 | : cost | Sector sector | | сцятоме | RUOB | | | CLASS | |

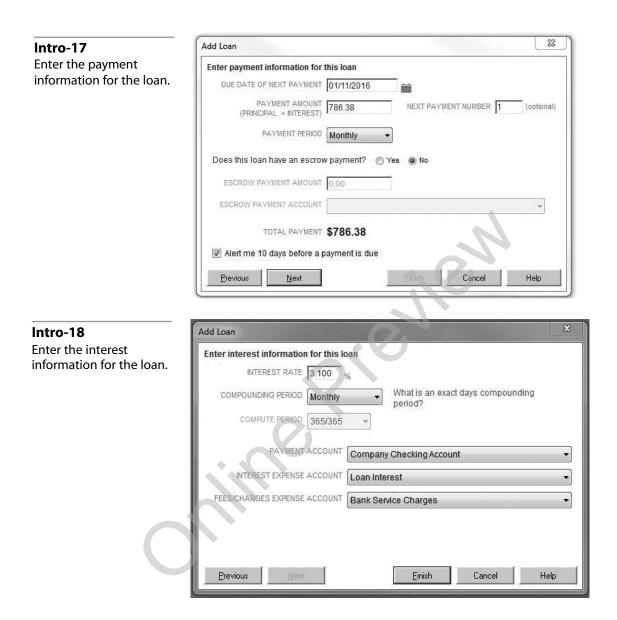
Intro-16

Enter the account information for the loan.

| Enter account informati | on for this loan | |
|-------------------------|----------------------------|-------------------------|
| ACCOUNT NAME | Ford F250 Loan | • |
| | CURRENT BALANCE 27,000.00 | |
| LENDER | Ford Motor Company | • |
| ORIGINATION DATE | 12/09/2015 Why should I en | er an origination date? |
| ORIGINAL AMOUNT | 27,000.00 | |
| TERM | 3 Years - | |
| | , <u> </u> | |
| | | |
| | | |
| | | |

- From the drop-down list in the **Item** column, select the fixed asset item you created for the truck. In the **Amount** column enter the cost of the truck. See Intro-15.
- Click Save & Close.
- 5. From the Banking menu, select Loan Manager.
- 6. Click Add Loan.
- 7. Fill in the Enter account information for this loan section, as shown in Intro-16. Click **Next**.

Introduction



- 8. Fill in the Enter payment information for this loan section, as in Intro-17. Click **Next**.
- 9. Fill in the Enter interest information for this loan section as shown in Intro-18.
- 10. Click **Finish**. The loan will now appear in the Loan Manager window. See Intro-19.

Making Loan Payments from Loan Manager

If you're using Loan Manager to handle your loans, you should pay all of your business loans from Loan Manager.

| | | Manager | 200 A 12 12 1 | |
|---|---------------------|--------------|--|------------------------|
| | | | What you need to d | o before you add a loa |
| OAN LIST | BALANCE | NEXT PAYMENT | AMOUNT | |
| ord F250 Loan | 27,000.00 | 01/11/2016 | 786.38 | Add a Loan |
| | | | | Set Up Payment |
| | | | | Edit Loan Details |
| | | | | Remove Loan |
| Summary Payment Se | chedule Contact Inf | | | - |
| LENDER NAME Ford M ACCOUNT NUMBER Ford M ORIGINATION DATE 12/09/2 ORIGINAL AMOUNT 27,000 | otor Credit 2015 | | PAYMENT AMOUNT 71 INTEREST RATE 3. MATURITY DATE 1 BALLOON PAYMENT 1. | 100% 1/11/2018 |
| | | | | Help |

Track loan-related information in the Loan Manager.

When you're ready to make a payment, click **Set Up Payment** in the Loan Manager. From that window, the Loan Manager takes you directly to the Write Checks or Enter Bills windows, where you can edit your payments.

Keep in mind that you won't be allowed to automatically create a loan payment if you haven't logged in the balance of the loan as a liability.

Cash Flow Projector

This report helps forecast how much cash you'll have by projecting your cash inflows, cash disbursements, and bank account balances on a week-by-week basis.

To see a list of the transactions that make up an amount, double-click the amount.

You can change the report date range, you can change the forecasting periods, and you can delay receipts for late customer payments. QuickBooks Help file will step you through these tasks.

To create this report, from the Reports menu, select Company & Financial and Cash Flow Forecast. Or from the Report Center, on the Standard tab, Company & Financial and Cash Flow Forecast.

Forecasting

Forecasting lets you make predictions about future revenue and cash flow, as well as assess "what if" scenarios to help you make better business decisions.

A forecast can be created from scratch, from actual data from the previous fiscal year, or from the previous fiscal year's forecast. A forecast is uniquely identified by its fiscal year, and if desired, further identified by Customer:Job or Class.

To use the forecasting feature, from the Company menu select Planning & Budgeting, then Set Up Budgets.



What You Can Expect from This Book

According to a recent national survey, more construction contractors use QuickBooks than all other accounting programs combined. When set up properly, QuickBooks can handle the accounting for most small- to medium-sized (up to \$10 million a year) construction companies.

But, QuickBooks isn't as easy to set up and learn as the sales hype would have you believe. Dozens of options and preference settings may lead you down the wrong road, resulting in hours of frustration. We've spent years testing the options and preferences in QuickBooks so that we can guide you through the process quickly and correctly the first time. Follow our examples and you'll have an effective accounting system that provides any successful business just about all the information it needs.

QuickBooks doesn't replace bookkeepers or tax accountants. But it does help organize and standardize your bookkeeping system. Every report your accountant needs is readily available, smoothing the tax preparation process. In addition, the many features QuickBooks offers assures you always know where your business stands financially. Nothing is more important to the success of your business than having your books managed properly. Using QuickBooks to accomplish this goal will save you and your tax accountant frustration, time and money during tax season.

In this book, we'll explain how to:

- set preference options correctly for your company
- set up a Chart of Accounts that matches the work you do
- set up, edit, and use classes
- set up customers and jobs
- set up vendors and subcontractors
- set up employee payroll
- get your current account balances into QuickBooks
- track transactions through QuickBooks

- create and use estimates
- set up a simple and effective job cost system
- create and send invoices
- enter vendor bills
- write checks
- process payroll
- get payroll tax and workers' comp expenses into job cost reports
- get an owner's time into job cost reports (for a sole proprietorship)
- I run workers' comp reports
- create and interpret job cost reports to keep track of your business
- prepare financial statements
- set up end-of-the-month and end-of-the-year procedures

By the time you finish this book, you should understand how to maximize the full potential of your QuickBooks software. If you learn and apply the methods we teach, you can expect accurate accounting records, streamlined processes, and financial information you can trust to wisely manage your business. As the saying goes, work smarter, not harder.



Why Should You Believe Us?

Both authors have been in the construction industry and used QuickBooks for many years. We've assisted hundreds of contractors set up and use QuickBooks. The culmination of all those years of experience is in the pages of this book, provided to you in step-by-step, easy-to-follow instructions. We're confident that what we've done for others we can also do for you.

Karen Mitchell is a partner at Online Accounting (www.onlineaccounting.com), a business that specializes in guiding contractors through organizing their bookkeeping using QuickBooks. Karen conducts seminars nationwide for contractors using QuickBooks. She is a frequent speaker at many construction trade shows such as: A/E/C SYSTEMS, JLC LIVE!, and NAHB's PCBC (Pacific Coast Builders Conference). In addition to this book, Karen has written many other books, including: *The Organized Contractor, Construction Forms for Contractors*, and industry-specific books for architects, engineers, interior designers and real estate investors.

Craig Savage has been a general building contractor, remodeler and custom homebuilder for over 25 years. He was an editor at *The Journal of Light Construction* magazine for many years, director of the *JLC LIVE! Training Shows*, Vice President of Marketing & Sales at www.BobVila.com, and most recently, VP of Marketing at Building Media, Inc.

In his free time Craig is a construction management computer consultant. He started *Construction Business Computing* and *Macintosh Construction Forum* newsletters, and his articles have appeared in *Architectural & Engineering Systems, Architectural Record, Fine Homebuilding Magazine, Computer Applications Newsletter, Remodeling News, NAHB Commercial Builder, NAHB Single Family Forum, Remodeler Magazine, Mac Week, Document Imaging, Imaging World, and A/E/C Computer Solutions.*

Craig is a regular speaker at the A/E/C Systems, NAHB, NARI, CSI, and PCBC annual conventions. He also instructs at seminars sponsored by the University of Wisconsin College of Engineering, and the University of California Santa Barbara Extension.

Other books he has co-written for Craftsman Book Company are *Construction Forms & Contracts* and *Quicken for Contractors*. With Taunton Press he wrote *Trim Carpentry Techniques*.



What Does the Download Include?

You may have bought this book because it comes with a free downloadable QuickBooks company and sample data file. The company file includes a Chart of Accounts, items list, class list, and memorized reports that you can easily adapt to your business. Just plug in your own company data — vendors, subs, customers, etc. — and you're up and running.

However, the download doesn't include QuickBooks. You won't get much out of this book without a working copy of QuickBooks. So the first step will be buying and installing QuickBooks if you don't have it already.

Fortunately, you can get QuickBooks at most large software outlets. For the lowest price, try searching for a dealer on the Web.

Download Instructions

To use the download provided with this book, you'll need a computer running Windows XP or higher, and up to 160MB available on your hard drive. Use your Internet browser to go to the Web page www.craftsman-book.com/quick-books2015. Click the **download now** button and follow the instructions on the screen. By default, the files will be installed to C:\Program Files\Intuit\QuickBooks.

Get Help by Phone

If you need help downloading the file, call Craftsman Book Company (Monday through Friday from 8 a.m. to 5 p.m. Pacific time) at 760-438-7828.

If you need help with QuickBooks, call Intuit technical support (Monday through Friday from 6 a.m. to 4 p.m. Pacific time) at 888-320-7276 or call Online Accounting (Monday through Friday from 8 a.m. to 5 p.m. Mountain time) at 888-254-9252.



Removing the Installed Files

To remove any of the programs installed from the Contractor's Guide to QuickBooks Download from your hard drive:

- Choose Start, Control Panel, then click on Add or Remove Programs.
- Click the name of the program you want to remove, Contractor's Guide to QuickBooks 2015.
- Click Change/Remove.
- Click Yes.



Conclusion

Most contractors don't love accounting, and we imagine you don't either. But it's a critical part of doing business. Don't be intimidated. We've all learned to use computers and have even become dependent on the evergrowing electronic devices available to manage our busy lives. Learning to use QuickBooks for the first time is no scarier than it was learning how to use apps on your smart phone. There are even icons to help you along the way. In no time you'll be a whiz, gaining confidence with every use.

We wrote this book because so many of our friends and colleagues asked us for a simple guide to setting up a construction accounting system. We've worked hard to keep it simple and still provide all the information you need. We feel the mission has been accomplished and hope you agree.

Now it's time to take the plunge. In Chapter 1, we'll dive right in by giving you some choices on how best to start using QuickBooks for your bookkeeping and accounting.



Chapter 1 Setting Up Your QuickBooks Company



Getting Started

Before moving forward, you should have QuickBooks 2015 software, and both these two download files, sample.qbw and company.qbw, installed on your computer. The sample file is used to practice transactions as shown in the book. This file has all our examples entered for the dummy company, Twice Right Construction. The company file is the file we recommend you customize with your company name and details, and use for actual bookkeeping. The steps to edit company information are detailed later in this chapter.

As explained in the Introduction, to download the QuickBooks sample data files, use your Internet browser to go to the Web page on Craftsman's website: www.craftsman-book.com/quickbooks2015. Click the **download now** button and follow the instructions on the screen. By default, the files will be installed to C:\Program Files\Intuit\QuickBooks.



QuickBooks Company Files

QuickBooks keeps all of your company records in a single file. QuickBooks refers to this file as your "company" file and that's what we'll call it in this manual. For many users, the first task is setting up a company file using QuickBooks' "EasyStep Interview." We've designed a better method, as you'll soon see. And we recommend that you try it our way.

You can set up as many company data files as you want. The only requirement is that each one must have a different file name. We recommend that you use our *sample.qbw* file for practice while you experiment with QuickBooks. When you've gained enough confidence to take off the training wheels, you can start your own "real" company with real records in the Company file.

Storing all company records in a single file simplifies moving your QuickBooks company to another computer. A utility program built into QuickBooks makes it easy to create a backup of any company file. We'll have more on backing up and moving your company file later in this book.

How to Find Your Company Data File

We've created the company data file and a sample file to get you started off on the right foot. Regardless of where you've installed Intuit's QuickBooks, the *Contractor's Guide to QuickBooks* setup program will install the example files to C:\Program Files\Intuit\QuickBooks.

To search for your QuickBooks folder:

- Click Start, Search, then All Files and Folders.
- Enter QBW32.EXE, and click Search. Under "In Folder" you'll see the location of QBW32.EXE. Make note of that folder. You may need to find it occasionally.

To find all the QuickBooks company data files on your hard drive:

- Click Start, Search, then All Files and Folders.
- Enter *.QBW, and click **Search**. Under "In Folder" you'll see the name and location of all company files on your hard drive.



Four Choices

Where you go from here depends on your preference and what accounting program you're using now. Here are the possibilities:

- 1. You're new to QuickBooks: We suggest you use our preformatted company.qbw file. Start at Section 1 below Begin With Our Sample and Company Data Files.
- 2. You're using a prior version of QuickBooks: Begin at Section 2 Upgrading an Old QuickBooks Company to Version 2015.
- You're using Quicken (another Intuit product): Begin at Section 3

 Converting a Quicken Company Data File to QuickBooks.
- 4. You've been using QuickBooks 2015 and want to set up your company data file to match our suggestions: Begin at Section 4 — Converting an Existing QuickBooks 2015 Company Data File to Our Setup.

Section 1 Begin With Our Sample and Company Data Files

We've created a sample company data file that has all the elements of a real QuickBooks construction company. We call the file *sample.qbw*. It includes:

- a Chart of Accounts for a sole proprietorship
- a list of items
- sample customers and jobs
- sample vendors
- a list of classes
- payroll items set up to track workers' compensation costs and help with the workers' comp report
- memorized transactions
- memorized reports

You can use any sample file for practice while you're learning how QuickBooks works. Of course, we think you'll find our *sample.qbw* data file the best one to use to learn QuickBooks. We've designed it specifically for the construction industry.

However, don't use sample data files for your actual company data. When you're ready to begin entering actual records, use the company file we have on the download called *company.qbw*. This file includes:

- a Chart of Accounts
- items
- payroll items
- classes
- memorized reports

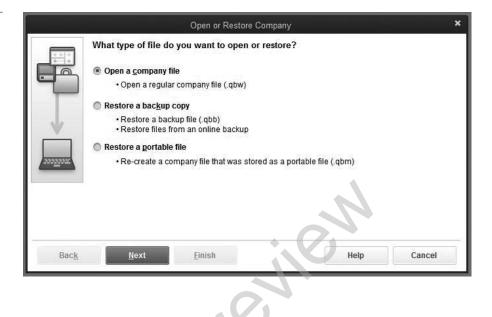
We recommend modifying the company data file rather than creating your own company data file from scratch.

Besides saving time, *company.qbw* is structured to prevent errors and make it easier for you to enter your own company information. To begin:

- Start QuickBooks.
- From the File menu, choose Open or Restore Company or click Open or restore an existing company in the No Company Open window.
- Select **Open a company file**, as seen in Figure 1-1. Click **Next**.
- Select *company.qbw* (the .qbw extension may not display, depending on your computer configuration), then click **Open**.

If you don't see *sample.qbw* and *company.qbw* in the list of QuickBooks company data files, you need to doublecheck that you downloaded them correctly. For instructions, refer back to the Getting Started section at the beginning of this chapter.

Figure 1-1 The Open or Restore Company window.



First, let's add your company information to the new file:

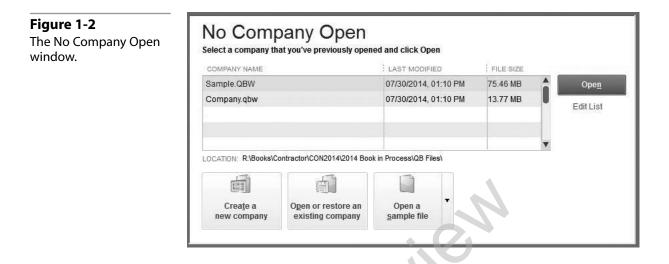
From the **Company** menu, choose **Company** Information.

Then fill in your company information:

- **Company Name** Enter your business name.
- Address Enter the address you want QuickBooks to print on invoices and purchase orders.

Legal Name — If you registered your business with a name different from the name in the Company box, enter it here. For example, if you're incorporated as A. C. Company but do business as Any Construction Company, enter the incorporated company name here.

- Legal Address Enter the address you want QuickBooks to print on legal forms.
- First month in your fiscal year and First month in your tax year — Enter your company's first accounting month. Usually this is January.
- Income Tax Form Used This depends on the type of ownership of your business. Use the drop-down list here to choose the tax form for the type of ownership your business is held under. For example, if you own the business with someone else and it hasn't been incorporated, select Form 1065 (Partnership). If you own the business yourself and it hasn't been incorporated, select Form 1040 (Sole Proprietor). If the business has been incorporated as a regular C corporation, select Form 1120 (Corporation) or Form 1120S for an S corporation.



- Federal Employer Identification No. Enter your company's EIN if you'll be processing payroll.
- Click **OK**.
- From the **File** menu, choose **Close Company**.

It's important to note here that you've changed the company name that appears on the title bar of QuickBooks. But you haven't changed the name of your QuickBooks company data file. It's still *company.qbw*.

To change the *company.qbw* data file name:

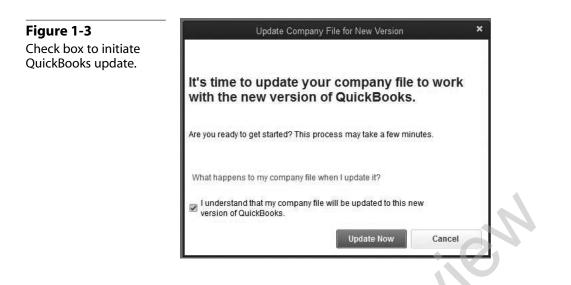
- Open the QuickBooks folder.
- Right click on *company.qbw*.
- From the pop-up menu, choose **Rename**.
- Enter the file name you prefer over the *company.qbw* data file name. That's the new file name of your company.

To use our *sample.qbw* data file:

- From the File menu, choose Open or Restore Company or click Open or restore an existing company in the No Company Open window. See Figure 1-2.
- Select **Open a company file**, as shown in Figure 1-1.
- Click Next.
- Select *sample.qbw* and click **Open**.

Now you're ready for Chapter 2, where we set up company preferences. You can skip the remainder of this chapter.

Chapter 1: Setting Up Your QuickBooks Company

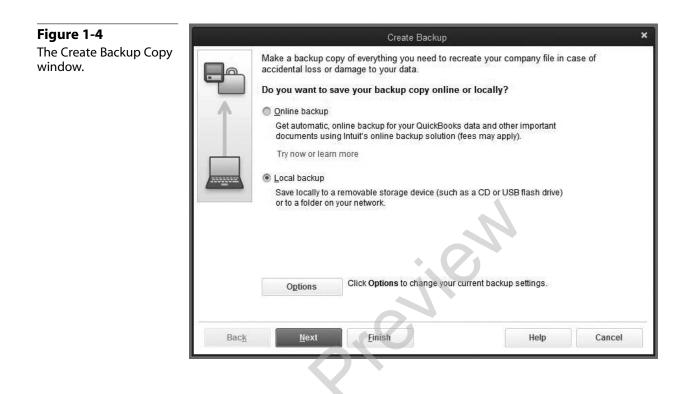


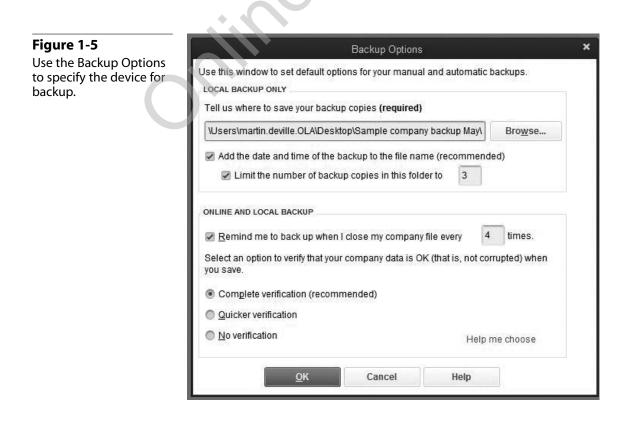
Section 2

Upgrading an Old QuickBooks Company to Version 2015

To update your QuickBooks company file:

- Install and start QuickBooks.
- In the No Company Open window, click on **Open or restore an** existing company.
- Select **Open a company file**. Refer to Figure 1-1.
- Click Next.
- Select your existing QuickBooks file and click **Open**.
- You'll be prompted to enter or create an Admin user name and password, as well as to select a security question. Enter the information and click **OK**.
- At the Update Company File for New Version window, check the box to confirm you want to update the file. Click Update Now (Figure 1-3).
- You'll get a message prompting you to back up your data. Click
 OK. If QuickBooks doesn't display that message, it isn't set to open your old company file.
- At the Create Backup window, select **Local backup** (Figure 1-4).
- Click Next.
- In the Backup Options window, Figure 1-5, click Browse.
- Select a location to store the backup file. Typically, this will be cloud storage, like Dropbox, or Google Drive, or use a USB flash drive. Make your selection and click **OK**.
- Click **OK** in the Backup Options window.
- In the Save Backup window, click **Save**.





QuickBooks will display a message that it's updating your data. The updating program scans your data three times. The process may seem to get stuck at a certain percentage. If there's still activity on your hard drive, don't worry. Let the update continue.

Before the file opens, confirm that you want to update the file by clicking **Yes**.

When your company has been updated, you can work through the rest of the book to set up your company data. Chapters 2 through 9 will walk you through setting up QuickBooks using our methods.

If your company is different from what we recommend, you may want to follow what we recommend anyway. For example, in Chapter 3 you may find that your Chart of Accounts is different from our sample Chart of Accounts. Compare your Chart of Accounts to ours to find the differences. Add new accounts where needed and consider making inactive any accounts that aren't on our recommended list. You can inactivate accounts, items, payroll items, classes, customers and jobs, vendors, and employees. Anything marked inactive isn't deleted. It just doesn't show up on the list.

To make an account, item, payroll item, class, customer and job, vendor, or employee inactive:

- Open the appropriate list (i.e. Lists menu, or Customer, Vendor, or Employee Center).
- Select the name of the item in the appropriate list.
- Right click the item and select Make Inactive.

To see everything on the list, including anything inactive:

- Click Include Inactive at the bottom of the List window.
- For customers, vendors and employees, click the appropriate center. In the drop-down **View** field, select **All**.

Now you can skip the rest of this chapter and begin by setting up your QuickBooks preferences in Chapter 2.

Section 3 Converting a Quicken Company Data File to QuickBooks

Since Intuit is the developer of both Quicken and QuickBooks, it would seem logical that you should easily be able to "upgrade" from Quicken to QuickBooks; however, it simply isn't very practical to do so. Although QuickBooks has a built-in conversion tool for Quicken, when your data is moved over, it tends to end up in the wrong place. In addition, during the conversion process it creates new accounts, classes, customers, jobs and classes, which can make a mess of your new QuickBooks file. In order to move successfully from Quicken to QuickBooks:

- Keep Quicken installed on your computer, as well as your Quicken data file, in case you need to look up transactions prior to your QuickBooks start date.
- Pick a date to start using QuickBooks. It's best to start at the beginning of a calendar or fiscal year, but you could also start at the beginning of a quarter.
- Start using QuickBooks as instructed in Section 1 Begin With Our Sample and Company Data Files.

Section 4 Converting an Existing QuickBooks 2015 Company Data File to Our Setup

To convert to our setup, you'll want to work through these chapters following our suggestions:

- Chapter 2 *Preferences* Set up your preferences the way we suggest in Chapter 2.
- Chapter 3 *Chart of Accounts* Compare your Chart of Accounts to ours and add, change, or inactivate accounts as needed.
- Chapter 4 *Items* Add, change, or inactivate items as needed.
- Chapter 5 *Payroll Items* Add, change, or inactivate payroll items as needed.
 - Chapter 6 *Classes* Add, change, or inactivate classes as needed.

Chapter 7 *Customers* — Add, change, or inactivate customers as needed.

- Chapter 8 *Vendors* Add, change, or inactivate vendors as needed.
- Chapter 9 *Employees* Add, change, or inactivate employees as needed.

During this process, if you find particular items that you want to keep but don't want to appear on any list, you can inactivate them.

To make an account, item, payroll item, class, customer and job, vendor, or employee inactive:

- Open the appropriate list (i.e. Lists menu, or Customer, Vendor, or Employee Center).
- Select the name of the item in the appropriate list.
- **Right click the item and select Make Inactive.**

To see everything on the list, including anything inactive:

- Click **Include Inactive** at the bottom of the List window.
- For customers, vendors and employees, click the appropriate center. In the drop-down **View** field, select **All.**

Now the item won't show up in any list. However, it's not deleted, so you can activate it again later if you wish.

Go through Chapters 10 through 16 to make sure you understand how to enter transactions correctly into QuickBooks. In Chapters 17 and 18 you'll see how QuickBooks will make it easier for you to get the reports you need for your business.

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